



## IMMIGRATION ACTS

# A guide to completing IAFT-4 Application Form

## First-tier Tribunal Application for Permission to Appeal to the Upper Tribunal

(Immigration and Asylum Chamber)

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### Information on making an application to the First-tier Tribunal for permission to appeal to the Upper Tribunal (Immigration and Asylum Chamber)

You **must** apply to the First-tier Tribunal for permission to appeal to the First-tier Tribunal using form **IAFT4**. If your application to the First-tier Tribunal is unsuccessful or granted on limited grounds only, you can then apply directly to the Upper Tribunal using form **IAUT-1**.

Please read the notes at the beginning of the application form before you start. Further information is provided to help you to complete each section.

If you require an extra copy of the application form, you can obtain the form from:

- <http://hmctsformfinder.justice.gov.uk/courtfinder/forms/iaft004-guide-eng.pdf>
- HM Courts & Tribunals Service - Customer Service Centre on [0040] 0300 123 1711

### Procedure Rules

You can find the Tribunal Procedure Rules at <https://www.gov.uk/government/publications/immigration-and-asylum-chamber-tribunal-procedure-rules>. You should be aware that the Rules provide that a representative acting on your behalf may on your behalf do anything that the Rules require or allow you to do.

## Where and when should I lodge my application?

You must lodge your **application** with the First-tier Tribunal. You may do this either by post or fax.

**Post to:** First-tier Tribunal (Immigration and Asylum Chamber)  
PO Box 7866  
Loughborough  
LE11 2XZ  
United Kingdom

**Or by Fax:** 01264 347987

You may also **e-mail** your application to: **IAFT4@hmcts.gsi.gov.uk**

Any e-mail sent to this e-mail address must not exceed 17MB. You will receive an auto response e-mail to confirm receipt of your e-mail.

If you are in detention at one of the centres listed below and your application relates to a Refusal Letter issued by the Home Office Detained Asylum Casework (DAC) team, your completed applications should be sent or faxed to:

First-tier Tribunal (Immigration and Asylum Chamber)  
**IA Harmondsworth**  
Colnbrook By Pass  
Harmondsworth  
Middlesex UB7 0HD

**Or by Fax:** 0870 761 7721

You may also **e-mail** your application to **IAFT4Harmondsworth@hmcts.gsi.gov.uk**

Any e-mail sent to this e-mail address must not exceed 17MB. You will receive an auto response e-mail to confirm receipt of your e-mail.

First-tier Tribunal (Immigration and Asylum Chamber)  
**IA Yarlswood**  
Hearing Centre A  
Twinwoods Business Park  
Thurleigh Road  
Bedfordshire MK44 1FD

**Or by Fax** 01264 347 997

You may also e-mail your application to **IAFT4Yarlswood@hmcts.gsi.gov.uk**

Any e-mail sent to this e-mail address must not exceed 17MB. You will receive an auto response e-mail to confirm receipt of your e-mail.

Your completed application must be received at the **First-tier Tribunal** within the deadline relevant to your circumstances as set out in Section B of the application form.

If you are posting your application, please ensure you leave sufficient time from the day you post your application for it to be received by the Tribunal. Please allow more time if you do not use first class post. If possible, you are advised to send your application by recorded delivery or some other service where a receipt of postage and an acknowledgement of receipt can be obtained.

**Note: Your application is not lodged until it has been received by the Tribunal. An application that is late may only be considered if the Tribunal decides to extend time.**

## **Further information about specific sections on the IAF-4**

### **Section A: Applicant's details**

Please enter all the information requested.

### **Section B: Time limit for making a First-tier application for permission to appeal**

Enter the date of the First-tier Tribunal's determination.

Please read the notes on time limits specified on the application form and decide which apply to you. If your application is being submitted outside of the time limit, you must explain why.

### **Section C: Reasons for appealing**

Use this section to explain what error(s) of law you think the First-tier Tribunal made in its decision. Use additional sheet(s) if necessary.

**Note: You should enclose with form IAF-4 any documents you are relying on to show an error of law and which the First-tier Tribunal does not already have.**

### **Section D: Application for Permission to Appeal to the Upper Tribunal**

Complete this section, crossing out the second line relating to a representative if you do not have a representative.

## **After I have completed the appeal form?**

Once you have completed the form you should send it to the relevant address stated on page 2 of this guide and on the application form.

## **Who do I contact if I have any questions after I have sent my form to the First Tier Tribunal?**

If you have queries after you have lodged your application you can contact the Tribunal:

**By post:** First-tier Tribunal (Immigration and Asylum Chamber)

PO Box 7866

Loughborough

LE11 2XZ

United Kingdom

**Detained Asylum cases at Harmondsworth or Yarl's Wood:**

The Immigration and Asylum Chamber Hearing centre located near the detention centre you are detained at (address on page 2).

**By telephone:**

HM Courts & Tribunals Service Customer Service Centre on +44 (0) 300 123 1711

**By email:**

[Customer.Service@hmcts.gsi.gov.uk](mailto:Customer.Service@hmcts.gsi.gov.uk)

**Please clearly state the subject of your enquiry and have your appeal number available.**